

# OKLAHOMA FEDERAL EXECUTIVE BOARD FY 2017 ANNUAL REPORT



## OKLAHOMA FEDERAL EXECUTIVE BOARD

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Oklahoma City, OK 73102  
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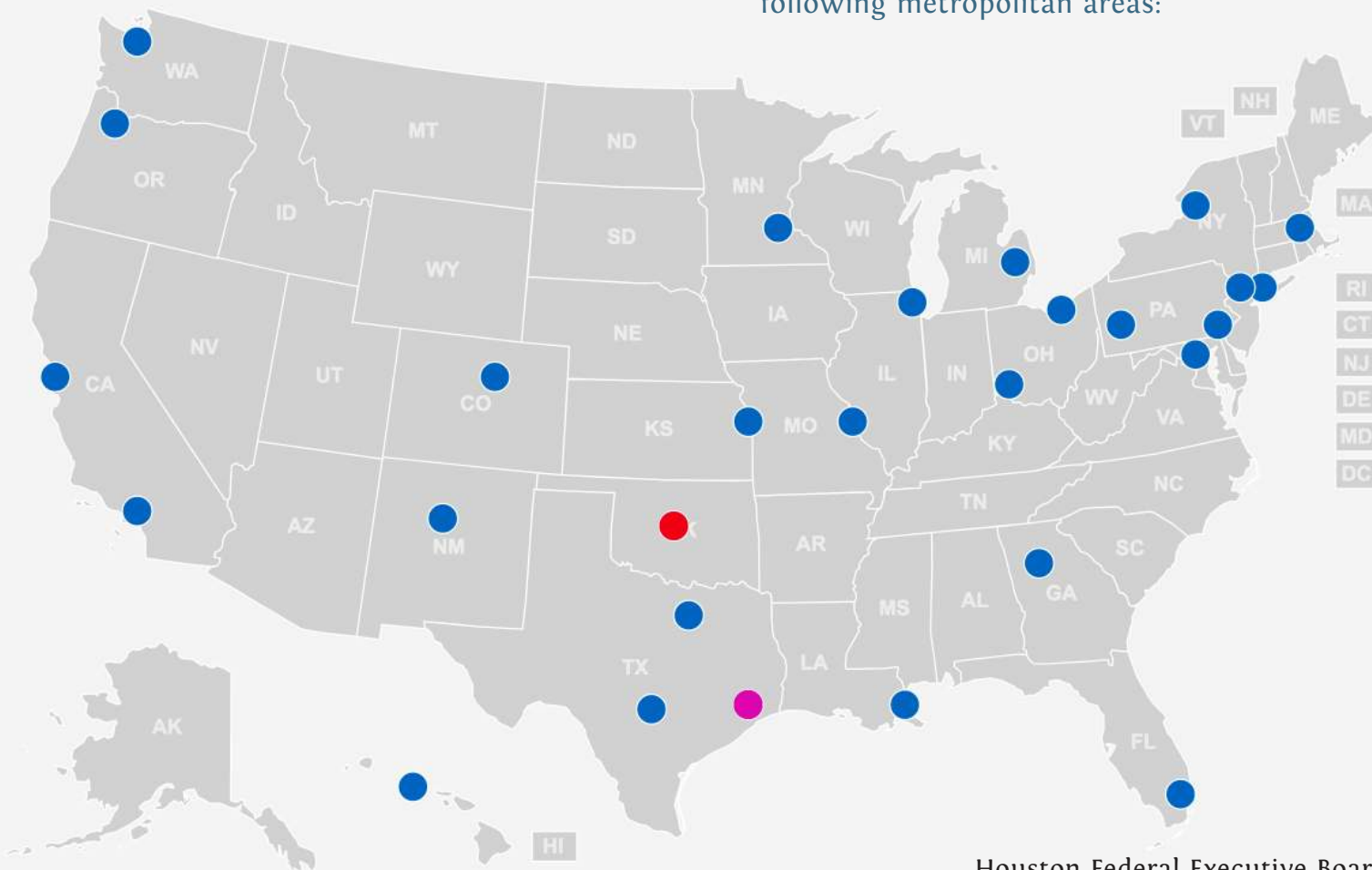




## OKLAHOMA CITY

Oklahoma Federal Executive Board  
215 Dean A. McGee Avenue Suite 349  
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Email: [LeAnn.Jenkins@gsa.gov](mailto:LeAnn.Jenkins@gsa.gov)

Federal Executive Boards are currently located in cities which are major centers of Federal activity, and are composed of the Federal field office agency heads and military commanders in these cities. The Boards are located in the following metropolitan areas:



Houston Federal Executive Board  
2320 La Branch Street, Rm 1107  
Houston, TX 77004-1032  
<http://www.houston.feb.gov>  
Email: [Timothy.Jeffcoat@sba.gov](mailto:Timothy.Jeffcoat@sba.gov)



## HOUSTON



By Presidential Directive in 1961, President John F. Kennedy established Federal Executive Boards (FEB) to improve interagency coordination and communication among Federal departments and activities outside of Washington, D.C. The Director of the U.S. Office of Personnel Management is responsible to the President for the organizational and programmatic activities of FEBs.

The need for effective coordination among Federal organizations' field activities was clear then, and is even more important in today's environment. Approximately 85% of all Federal employees work outside of the National Capital area and most Federal programs are implemented through the regional and local offices of Federal departments and agencies. Regional and local Federal officials are the Federal Government's principal representatives to the vast majority of our nation's citizens.

Today, there are 28 FEBs located in areas with a significant Federal population. The Boards are composed of the highest-ranking local officials from each Federal agency located in the FEB area. Board leadership and structure consist of elected officers (Chair, Vice Chair) and Committees and Councils designated to direct FEB programs. Federal Executive Boards are the only interagency organization that is authorized by Public Law for interagency funding with salaries coming through a "host agency." The regulatory responsibilities of Federal Executive Boards are outlined in CFR 5 Section 960 of Federal Regulations, providing the guidance from which FEBs draw their general operating instructions.

The Oklahoma FEB was chartered in March 1993 to serve federal agencies located within the State of Oklahoma.





#### MISSION

To increase the effectiveness and economy of Federal agencies [in Oklahoma].  
1961 Presidential Memo, 5CFR Part 960

Federal community in Oklahoma: \*82,381 employees in more than 300 offices

Military: 34,915.

Civilians: 39,627

Postal Service: 7,839

(\*does not include the 48,687 federal civilian retirees in Oklahoma)

Source: Information verified through the DoD Almanac and OPMs civilian employment reports.



**OKLAHOMA FEDERAL EXECUTIVE BOARD**  
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November 1, 2017

Kathleen McGettigan, Acting Director  
U.S. Office of Personnel Management  
1900 E Street, NW  
Washington, DC 20415

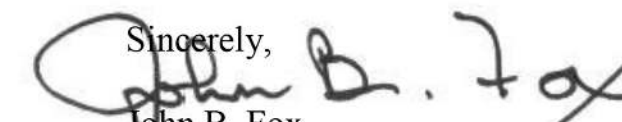
Dear Ms. McGettigan,

On behalf of our Board and staff, I am honored to submit this report on our Oklahoma FEB accomplishments! Through the support of our Federal agencies in Oklahoma, we met every mandate set forth in the FEB National Strategic Plan through our Fiscal Year 2017 activities! As you will see in the report, our FEB has implemented cost avoidance initiatives, activities, and coordination and communications strategies during hazardous weather and other unusual events.

I enjoyed leading this effort and observing the efficient operation of our FEB in planning activities and events that create cost avoidances for our agencies, as well as providing opportunities for interagency and intergovernmental collaboration and training. As a result, our FEB is a valuable resource to the Federal leaders of Oklahoma.

Based on an investment figure of \$240,348.16 for this year, the FEB provided cost-avoidance to the Oklahoma Federal community of \$1,881,139.14, a 7.83-fold return.

I have served on the Executive Policy Council for the Oklahoma FEB for several years and actively served on some of the Councils in past Oklahoma assignments. I am honored to be associated with this prestigious group of professionals; and offer this report to outline this year's efforts.

Sincerely,  
  
John B. Fox  
Chairman

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## LEADERSHIP FISCAL YEAR 2017

### FEDERAL EXECUTIVE BOARD OFFICERS

#### Chair

John Fox, Warden  
Federal Transfer Center, Oklahoma City

#### Vice-Chair

Michelle Coppedge,  
Federal Aviation Administration

#### Ex-Officio

Joe Gallagher, Deputy to the Commanding General  
Army Fires Center of Excellence, Ft. Sill

#### Executive Policy Council

Jeffrey Allen, Air Force Sustainment Center  
David Andra, Meteorologist in Charge, National Weather Service Forecast Office  
David Engel, Social Security Administration, Office of Disability Adjudication & Review  
Julie Gosdin, District Director, U.S. Postal Service, Oklahoma City  
Dottie Overal, U.S. Small Business Administration  
Rose Roberson, Bureau of Indian Affairs  
Basharat Siddiqi, Federal Highway Administration  
Kenneth Valentine, United States Secret Service



COMBINED FEDERAL CAMPAIGN LOCAL FEDERAL COORDINATING COMMITTEE (LFCC) CHAIRS

Central Oklahoma (CFC 0712)	Ms. Carol Jones, Chair HUD, Oklahoma City, OK	Representing Caddo, Canadian, Cleveland, Comanche, Garfield, Garvin, Grady, Kingfisher, Lincoln, Logan, McClain, Murray, Oklahoma, Payne, Pittsburg, Pontotoc, Pottawatomie, and Seminole Counties in Oklahoma
Green Country (CFC 0715)	Mrs. Therese Buthod, Chair, USBC-OK-E Clerk of Court, Okmulgee, OK	Representing Cherokee, Craig, Creek, Delaware, Mayes, Muskogee, Okfuskee Okmulgee, Osage, Ottawa, Rogers, Tulsa, Wagoner, and Washington Counties in Oklahoma
Oklahoma and North Texas	Ms. Marsha Harding, Chair, DLA Distribution Red River Army Depot, Texarkana, TX	Representing Red River, Morris, Cass, and Bowie Counties in Texas; Miller, Sevier, and Hempstead Counties in Arkansas; and Red River Army Depot in McCurtain County in Oklahoma
North Texas and Jackson Co. OK (CFC 0857)	Mr. Gregg Spillman, Chair, USAF, Wichita Falls, TX	Representing Sheppard AFB; Wichita, Wilbarger, Clay and Montague Counties in Texas; Jackson and Tillman Counties in Oklahoma
Amarillo Area CFC	Mrs. Frances Zion, LFCC Chair, Amarillo, TX	Representing Carson, Deaf Smith, Gray, Hutchinson, Moore, Potter, and Randall Counties in Texas
Houston – Texas Coast	Ms. Joe Ann Booker, 2016 LFCC Co-Chair Houston, TX 77002	Representing Aransas, Austin, Bee, Bolivar Peninsula, Brazoria, Brazos, Brooks, Burleson, Calhoun, Colorado, DeWitt, Fort Bend, Galveston, Goliad, Grimes, Hardin, Harris, Jackson, Jefferson, Jim Wells, Karnes, Kenedy, Kleberg, Lavaca, Leon, Liberty, Live Oak, Madison, Matagorda, Montgomery, Nueces, Polk, Refugio, Robertson, San Jacinto, San Patricio, Victoria, Waller, Walker, Washington, and Wharton Counties in Texas

Interagency Training Council: Brad Grant, National Weather Service, Chair

Shared Neutrals Council: Administered from the OK FEB office

Emergency Preparedness & COOP Council: Chaired by the FEB Director

FEB Staff

Executive Director: LeAnn Jenkins

Executive Assistant: Lisa Smith-Longman

Results by Line-of-Business  
EMERGENCY PREPAREDNESS – OKLAHOMA FEB

It is incumbent upon any organization to compile preventive safety measures for its stakeholders. This means that methods are in place to put the organization in an immediate state of readiness should any disastrous events occur. Operating with objectives of minimizing the loss of life, injury, and damage to property, Federal Executive Boards help to gather resources to provide rescue, relief, rehabilitation and other services in the aftermath of a disaster. Serving as a stronghold in the community, the Federal Executive Board has capabilities and resources to continue to sustain its essential functions without being overwhelmed by the immediate demands placed on them. Emergency Preparedness for Federal Executive Boards ensures that first and immediate response is available to all stakeholders.



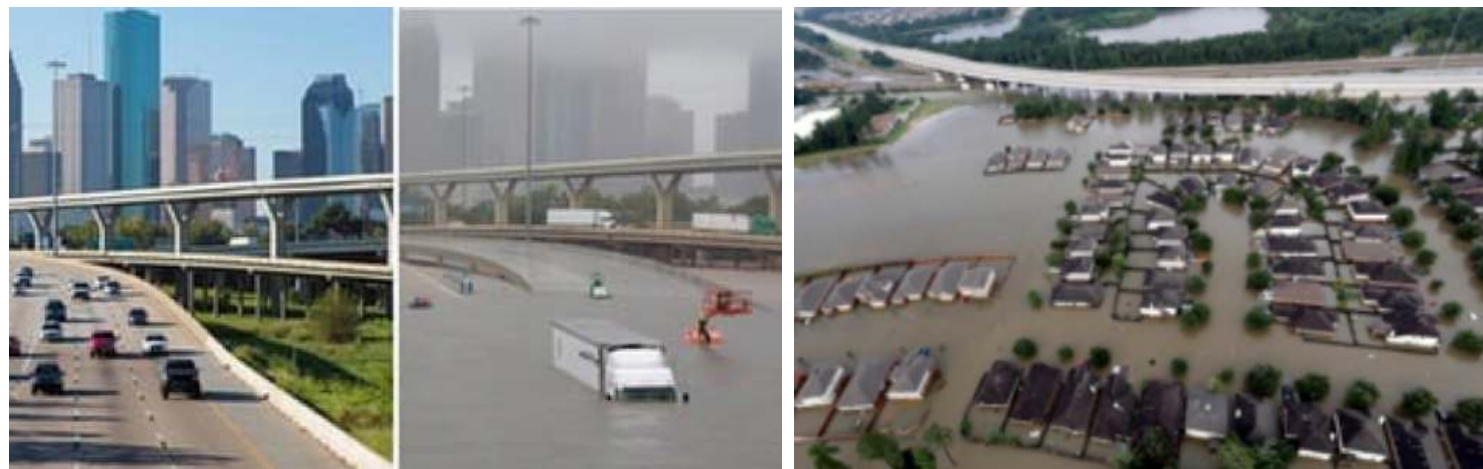
Image from NOAA/NASA GOES Project  
Surpassing every index, the 2017 Atlantic hurricane season was unusually active. It is estimated that the economic costs for Hurricanes Harvey and Irma alone are around \$290 billion.

- Maintain an agreement with the Department of Health in order to receive medications for federal employees and their families in the event of a Pandemic or biological release. Participate in quarterly call drills and bi-annual training.
- Hosted one L-548 & L-550 Continuity of Operations (COOP) Program Manager and Planners Course that was made available to federal, state, and local governments. The training included 72 attendees from 26 different agencies for a cost avoidance of \$123,330.80.
- Hosted a Federal Protective Service Briefing with information regarding ongoing security efforts and possible threats. The training included 29 attendees from 18 different agencies for a cost avoidance of \$50,503.60.
- Hosted Interagency Security Committee Phase II - Risk Management Process and Awareness Training. This training included 33 attendees from 13 agencies for a cost avoidance of \$64,069.50.



- Distributed numerous weather updates/warnings/ and weekly briefings to Federal Leaders in Oklahoma, Houston TX, and Arkansas.
- Hosted meetings throughout the year with the Inter-Agency, Inter-Governmental Emergency Preparedness Council.
- Provided support to the Houston FEB prior to, during, and after Hurricane Harvey to include daily emails with resource information for affected employees.
- OK FEB Executive Director served on the Oklahoma Office of Emergency Management planning committee for their annual tabletop exercise.
- Communicated hazardous weather and other conditions that created situations that could potentially jeopardize the safety and well-being of federal employees and their families. The OK FEB sent numerous situational reports and updates throughout the year to Federal leaders, as well as distributed information to Oklahoma residents regarding: damage reports; scam details; and recovery center information after snow, ice, and flooding occurred during this fiscal year, each resulting in national declarations. Updates included information that agency leaders could share with their Headquarters and employees. The information included: addresses of open shelters (for people and for pets); power outages; cell tower outages; road closures; fatalities; resources for assistance; and location of disaster recovery centers.
- Distribute Department of Homeland Security's Open Source Infrastructure reports on a regular basis, in order for federal leaders to be aware of situations in their respective areas of functional responsibility.

#### EMERGENCY PREPAREDNESS – HOUSTON FEB



Hurricane Harvey: Before and After

One of many residential neighborhoods in Houston

- Communicated hazardous weather and other conditions that created situations that could jeopardize the safety and well-being of federal employees and their families, before, during, and after Hurricane Harvey. The Houston FEB sent numerous situational reports and updates throughout the year to Federal leaders as well as distributed information to Houston residents regarding: damage reports; scam details; and recovery center information after the Hurricane and flooding that occurred during this fiscal year. Updates included information that agency leaders could share with their Headquarters and employees. The information included over 100 categories of information such as addresses of open shelters (for people and for pets); power outages; cell tower outages; road closures; fatalities; resources for assistance; and location of disaster recovery centers.



The Indian Express: Before & After Hurricane Harvey



More Before & After Images of Hurricane Harvey

*"LeAnn you have done such an excellent job during this crisis and beyond. I wish all the FEB's were as thorough!!! Setting a great example!!" – Emmett Whitten, EEO*

*"Appreciate all your updates during the hurricane and after. You did a great job of keeping us supervisors in the loop on everything." – Lisa Welborn, FDIC*

In reference to an open letter to the Houston Astros from their fans: the phrase 'Houston Strong' was demonstrated by the Houston Astros Major League Baseball team by wearing a designated patch on their World-Series uniforms.

Deborah Henshaw-Urbanksi, of NASA commented to LeAnn, *"Thought you might like it since you did and continue to do so much to keep us strong! With many thanks."*





## WORKFORCE DEVELOPMENT AND SUPPORT – OKLAHOMA FEB

As government funding cuts continue to affect training dollars, Federal Executive Boards are becoming an even more valuable resource for federal stakeholders. Federal Executive Boards are stepping-in to provide significant programs to produce more and even better-prepared government employees. The Federal Executive Board's Workforce Development Programs are an interrelated set of solutions dedicated to meeting employment needs. Programs are developed for employees to address certain skills, emphasize the value of continuous learning, while addressing the changing demand of highly desired job skills.



- Hosted an annual Awards Banquet at Remington Park in Oklahoma City with 258 in attendance. Sixty-four individuals and 11 teams were recognized for their outstanding accomplishments representing 37 different agencies.

*“Great event, NICE JOB!! Kenneth Valentine, Special Agent in Charge, United States Secret Service*

- Interagency mediation services were coordinated through the FEB's Shared Neutral's Program. There were 8 requests and 3 resolutions, creating a total cost avoidance of \$190,421.84.
- FEB Coordinated 9 separate training/development events for the development and retention of employees (not including Continuity of Operations Training), resulting in a net cost avoidance of \$992,106.00.
- The FEB collaborates with the General Services Administration (GSA) to provide federal employees access to parking structures in lots located in downtown Oklahoma City and Muskogee, OK. The OK FEB accommodated 142 employees by managing the 142 spaces throughout the year and provided GSA with \$87,026.00 in recovered revenue through utilization of this federal inventory capacity.

- The OK FEB hosted Federal Labor Relations Authority Training giving a broad overview of federal-sector labor law. Some of the training topics included: the duty to bargain in good faith, de minimis and “covered by” doctrines, substantive versus impact, implementation bargaining; meetings, formal discussions, bypasses, and investigatory examinations (or Weingarten meetings); interference with statutory rights, and discrimination based on a protected activity; barriers to filing Unfair Labor Practice (ULP) charges, timeliness and filing of prior grievances; and information requests. These efforts resulted in a net cost avoidance of \$104,075.00
- Hosted a five-part Leadership Development Series for federal employees to address numerous Executive Core Qualifications (ECQs):



### Breakthroughs in Neuroscience:

The training covered the discovery of four levels of leadership as they correlate to brain physiology and ways to lead and operate from the most advanced part of the brain. Participants learned how both positive and negative aspects of their teams and projects may be tied back to their own projections, affinities, and subconscious thoughts and behaviors. Participants also explored how to uncover their own hidden potential and remove barriers that can otherwise prevent them from leading from their full potential. This training was compared against American Management Association (AMA) seminars. The training consisted of 60 participants, creating a cost avoidance of \$125,820.00.



### Intentional Leadership:

Intentional leadership is not about a fancy title on a business card or the position you hold, but who one is and how they make others feel. Maya Angelou, an American poet said, “people will forget what you say and what you do; but they will not forget how you make them feel.” Intentional leaders must demonstrate this in how they develop trust and respect with those who are a part of their team. It is essential as an intentional leader that one is deliberate with their actions so that others will follow the vision and direction. Intentional leadership at its core, is making sure one's actions and behaviors are congruent with one's words. This training activity, with 61 participants compared against AMA seminars, created a cost avoidance of \$150,615.00



### Innovative Problem-Solving:

This training notified participants that if they continue to practice traditional thinking styles, they should be ready for a roller coaster ride! Instead, the training focused on thinking outside the box to exceed past years' success. The key to remaining resilient in today's world is to utilize brainstorming and mind mapping techniques with one's teams. Participants were encouraged to add on proven problem-solving methods to re-engineer inefficient processes and then they may have the recipe for almost guaranteed success! Seventy-one participants were trained, compared against AMA seminars, creating a cost avoidance of \$138,146.50.





**About Face Leadership and Listening in an Electronic Age:**  
Communication is about more than just information; it's also about relationships. This training helped participants recognize how our electronic communication culture is impacting our relationships with employees and the agency's results. This training demonstrated strategies to make technology work in your favor, not against you. This training, compared against AMA seminars with 62 participants, created a cost avoidance of \$120,673.00.



**Ethics in the Workplace:**  
Employees often grapple with questions, "is this ethical, is that ethical, is this an unethical business practice?" The Leadership Development Institute (LDI) has developed a one-day workshop that provides a foundation for answering those questions. Making a business ethics decision not only impacts everyone as individuals, but those decisions also have an impact on teams and the organization. Right or wrong, has become somewhat indiscernible. This training was focused on increasing one's ethical awareness and provide a structure for gaging one's moral compass. During the session participants explored issues of ethics in their day-to-day life, especially the challenges encountered in the workplace. They examined personal integrity and character, and their relationship to business and professional ethics; the practical implications of ethical decisions; and conflicts that arise between personal interest and moral imperatives. This training, when compared against AMA seminars with 53 participants, created a cost avoidance of \$105,454.00.

- Hosted two full-day pre-retirement workshops. This training compared against Graduate School USA, BENE8201 FERS and CSRS, with a total of 82 participants over two days, created a cost avoidance of \$121,698.50.
- The OK FEB designed, coordinated and hosted the Leadership FEB 2017 program with federal agency visits, sharing leadership experiences and providing enrichment opportunities. The Leadership Program hosted 22 participants, representing 17 federal agencies (\$750 for FEB vs. \$6,392.00 for Graduate School USA). These efforts created a total cost avoidance of \$125,624.00.



*National Weather Service Tour*



*Leadership FEB visits Chickasaw National Recreation Area (National Park Service)*



*Class members feed calves during the Bureau of Prison visit in El Reno*



*Leadership FEB class receives management briefing from Fish & Wildlife in Tishomingo*



*A visit to the basic training grounds of the U.S. Army at Fort Sill.*



## LEADERSHIP TESTIMONIALS

- *The Leadership FEB class has helped to me connect with other federal leaders and share best practices. It also was instrumental in growing my knowledge of other federal sites in our state and understanding the FEB connection between the federal sites and multiple states. This group will pay dividends in the future, as well as by providing connections to build kinship with other leaders at my federal agency due to our shared experiences.* –Stephanie, FAA
- *Working for the Air Force and Dept. of Defense (DoD) my entire federal career, I became “stove pipe” in my view on how the Federal Government worked. The Leadership FEB class has broadened my knowledge of working of federal agencies because of the site visits and meeting with their leadership. The required reading for the program has improved my leadership knowledge and skills which I will carry forward in my career. I would highly recommend that anyone in a leadership role participate in this program.* – Kelly, Air Force
- *I have really been amazed by how much I didn’t know as a federal employee and as a private citizen about the other U.S. government agencies with everything that they do or have to offer. The look at other leaders and how they lead, also facilitated by the monthly leadership book readings and conversations about topics have been extremely helpful. This training has provided growth in my own leadership development.* – Natasha, National Park Service
- *I have thoroughly enjoyed being a part of the 2017 Leadership FEB class. It has been a great experience and a good way to learn how other federal agencies are organized and operate. I have learned so much and have come away with many good ideas from presenters and from fellow leaders in the class. The books provided, along with the review discussions are also of great value. I have recommended this program to several of my co-workers already! Thanks for the opportunity!* – Nancy, 421 SCMS
- *The FEB Leadership class was a very rewarding experience. Seeing how the federal organizations we visited experience similar resource constrained challenges with funding and manpower, but still manage to successfully do what they do was interesting and gave me a much appreciated respect for our federal workforce.* – Bob, Tinker Air Force Base
- *As part of the 2017 Leadership FEB class, I gained access and insight into other agencies’ operations, challenges, leadership techniques, and the methods they use to take care of their employees from the people who influence those decisions.* – Regina, FAA

## WORKFORCE DEVELOPMENT AND SUPPORT – HOUSTON FEB

- The Houston FEB hosted an annual Awards Banquet at Leland Federal Building in Houston with 213 participants in attendance. Thirty-seven individuals and 17 teams were recognized for their outstanding accomplishments from 27 different agencies.
- The Houston FEB Coordinated 7 separate training opportunities for development and retention of employees (not including the Continuity of Operations Training). These efforts resulted in a net cost avoidance of \$294,257.50.
- The Houston FEB collaborates with the General Services Administration (GSA) to provide federal employees access to parking structure located at the Allegiance Tower. The Houston FEB accommodated 78 employees by managing the 78 spaces throughout the year and provided the GSA with \$25,424.00 in recovered revenue through utilization of this federal inventory capacity.

## INTERGOVERNMENTAL / COMMUNITY OUTREACH – OKLAHOMA FEB

Founded upon principles of improving interagency coordination and communication among all Federal Departments, the Federal Executive Board provides a platform of mutual interest to all federal agencies. They provide a forum for federal leaders to connect to discuss management challenges and strategies. Through collaboration with federal agencies, the Federal Executive Board is able to share common goals, issues and special initiatives, including a resource to share best practices among peers. Access to Intergovernmental outreach is critical to achieving results. A Federal Executive Board helps identify opportunities for partnerships with intergovernmental and community organizations. FEB’s serve as a conduit of information and a meeting point for a variety of agencies. The Federal Executive Board helps agencies to work in unison across communities for a more effective government.

- The OK FEB Executive Director provided 20 individual FEB orientations for agency leaders coming into Oklahoma throughout FY 17; the Executive Director made visits to the respective leaders’ office locations to provide these orientations.
- The 2016 Combined Federal Campaigns (CFCs) in Oklahoma raised more than \$5,789,550.00 for charity.
- The OK FEB co-hosted the National Walking Day event with Blue Cross-Blue Shield and Federal Occupational Health in downtown Oklahoma City for federal employees and partnering organizations. This is the third year that the OK FEB has hosted this event. Nineteen employees participated from 7 different federal organizations.
- Assisted the Transportation Security Administration (TSA), (in Oklahoma City and Lawton) by obtaining 24 volunteer federal employees to help with security testing. Volunteers are given a role to play and are unfamiliar to the screeners and other employees, in order to provide a more realistic scenario for testing.
- The FEB coordinated the MYFREETAXES initiative through the Internal Revenue Service to provide federal employees and their family members who meet the earnings threshold, an opportunity to electronically file their federal and state taxes at no cost through a program that guides them through an interview process using TurboTax. This initiative was established for the Oklahoma FEB, the Houston FEB and the Arkansas FEA for all employees with an AGI of \$64,000 or less.
- The OK FEB sent information to the Oklahoma FEB, the Houston FEB, Arkansas FEA, and Amarillo FEA on the National Drug Take Back Day. The Opioid Crisis and Drug Take Back is a priority of HHS. The OK FEB distributed specific take back locations for their respective areas.
- The OK FEB maintains a website, a Facebook page and a Twitter account for the organization. The OK FEB Executive Director developed and continues to maintain websites for:
  - the Arkansas FEA, to provide information on their activities and initiatives to federal leaders in Arkansas.
  - the Houston FEB, to respond to their needs and to use for registration forms for upcoming events and training.
- Interagency mediation services were coordinated through the OK FEB’s Shared Neutral’s Program. The activity had 8 requests and 3 resolutions, creating a total cost avoidance of \$190,421.84.



- The OK FEB sponsored an inter-agency, inter-governmental Interagency Training Council (ITC) that meets monthly, sharing training opportunities among agencies (federal, state & local).
- The OK FEB Executive Director serves on the National FEB Human Capital Readiness Council which develops and coordinates initiatives for the FEB network; in this capacity, the FEB Director Orientation manual was developed a few years ago and is maintained to more quickly assimilate these Council members into the responsibilities of these critical positions. The OK FEB keeps this document updated as information changes in order to keep the content relevant.
- The OK FEB collaborates with the GSA to provide federal employees access to several parking locations: the Murrah garage, the new Federal Campus parking facilities in downtown Oklahoma City, and a lot behind the VA Regional Office in Muskogee, OK. Through this collaborative FEB/GSA agreement, federal employees are provided with adequate parking. This allows federal employees to park in an extremely challenging parking environment. The OK FEB was able to accommodate 142 employees by managing the 142 spaces throughout the year. This activity provided GSA with \$87,026.00 in recovered revenue through utilization of this federal inventory capacity.
- Distributed 23 different vacancy announcements to be shared with interested and qualified federal candidates in an effort to increase the quantity and quality of potential applicants. This effort assists federal agencies that are needing help in getting job announcements distributed.
- The OK FEB Assistant provided mentorship to the Houston FEB Assistant by sharing information, registration templates, trouble-shooting, and by providing technical support and guidance.
- The OK FEB Executive Director continues to serve in the same operational capacity for the Houston FEB, providing supervision for the Executive Assistant located in Houston, Texas. The OK Executive Assistant serves as a mentor and coach for the Houston Executive Assistant, to help with day-to-day operations

*“You ALWAYS do an excellent job at everything you do and I wanted to say ‘thank you’ for going the extra mile to create and implement great training opportunities; for helping agencies share assets or knowledge; and for hosting these recognition ceremonies to highlight the valued contributions of so many across our great state.”* Technical Training Division Staff Manager, FAA

- The OK Executive Director provided 20 individual FEB orientations for agency leaders coming into Oklahoma throughout FY17. The Executive Director made visits to the respective leaders’ office location to provide these orientations (Enid, Moore, Oklahoma City, Tinker AFB, Tulsa, Tahlequah, and Lawton).
- The Oklahoma FEB Office maintains the list of federal agencies and the respective leaders in Oklahoma in order to keep the contact list up-to-date, to ensure each agency has full access to information pushed out through the FEB. This list has helped in past response to tornadoes, flooding and other natural disasters, knowing which agencies may be impacted in the affected areas, as well as information on National initiatives, content from the Office of Personnel Management information, etc.

*“You are doing a phenomenal job in keeping the federal executives abreast and up-to-date on things.”* – SSA

- The 2016 Combined Federal Campaigns (CFC) in Oklahoma generated a total of \$5,789,550.00 raised for charitable organizations (Greater Texarkana and the CFC of North Texas cover federal employees in Southeast Oklahoma and Altus), respectively. The Oklahoma CFC contributions are derived from five campaigns:

Central Oklahoma	\$ 2,156,102.00	Green Country	\$451,736.00
Oklahoma and North Texas	\$2,894.775.00	North TX & Jackson Co, OK	\$204,917.00
Amarillo Area CFC	\$82,020.00		



*Federal employees participated in National Heart Walk Day in downtown Oklahoma City.*

- The OK FEB Executive Director serves on the Public Degree Program Advisory Committee for Oklahoma State University and the Masters in Public Administration Advisory Board for the University of Central Oklahoma. FEB’s Executive Director also serves as a “leadership” speaker for classes at each University during the semester.
- The OK FEB Executive Director is a member of the Urban Design Committee, appointed by the Mayor of Oklahoma City. The Executive Director attends meetings to ensure that any new construction in the area is completed in compliance with Americans with Disabilities Act (ADA) requirements.
- The Executive Director attends Community Relations Board meetings quarterly, hosted by the Warden of the Federal Transfer Center in Oklahoma City and another one hosted by the Warden of the Federal Correctional Institution in El Reno, Oklahoma. This is a community outreach effort which brings community leaders, as well as federal, state, and local government leaders.
- The OK FEB Office regularly assists federal agencies in Oklahoma with “connecting” to coordinate the availability of excess property with for those agencies needing such items.



**INTERGOVERNMENTAL / COMMUNITY OUTREACH – HOUSTON FEB**

- The 2016 Combined Federal Campaigns (CFC) in Houston raised more than \$1,734,047.19 for charity.
- The Houston FEB coordinated the MYFREETAXES initiative through Internal Revenue Service to provide federal employees and their family members who meet the earnings threshold an opportunity to electronically file their federal and state taxes at no cost through a program that guides them through an interview process using TurboTax. This initiative was established for the Oklahoma FEB, the Houston FEB and the Arkansas FEA for all employees with an AGI of \$64,000 or less.
- The Houston FEB sent information to all the Houston FEB members on the National Drug Take Back Day with addresses of each location. The Opioid Crisis and Drug Take Back is a priority of the HHS, and the Oklahoma FEB distributed all take back locations.
- The Houston FEB maintains a website, a Facebook page and a Twitter account for the organization, which is responsive to their needs and will be used for registration forms for upcoming events and training.
- The Houston FEB coordinated 7 separate development events for improving and retaining employees (not including the COOP Training). These efforts resulted in a net cost avoidance of \$294,257.50.
- The Houston FEB hosted Federal Labor Relations Authority Training, helping to give a broad overview of federal-sector labor law. Topics include: the duty to bargain in good faith, including the de minimis and “covered by” doctrines, substantive versus impact, implementation bargaining; meetings, formal discussions, bypasses, and investigatory examinations (or Weingarten meetings); interference with statutory rights, discrimination based on protected activity; barriers to filing Unfair Labor Practice (ULP) charges, such as timeliness and prior grievances; and information requests. This training resulted in a net cost avoidance of \$77,425.00
- In addition, the Houston FEB hosted one half-day pre-retirement workshop. This event, compared against Graduate School USA, BENE8201 FERS and CSRS, having a total of 38 participants over two days, created a cost avoidance of \$57,028.50.
- The Houston FEB hosted two full day pre-retirement workshops. These workshops, compared against Graduate School USA, BENE8201 FERS and CSRS, having a total of 17 participants over two days, created a cost avoidance of \$24,537.75.
- Designed and coordinated the Leadership FEB 2017 program through federal agency visits, sharing leadership experiences and enrichment opportunities. The program had 6 participants, representing 6 federal agencies (\$500 for FEB vs. \$6392.00 for Graduate School USA), creating a total cost avoidance of \$ 35,852.00.
- Secrets of Dealing with Difficult People: In this training, participants learned that most people do exactly the wrong things in most situations when dealing with “difficult” people. In this seminar, participants learned about the forces that compel people to be difficult—and absorb the right things to do about it. This training, compared against USA Grad School with 31 participants, created a cost avoidance of \$46,298.50.

- The Houston FEB hosted a half-day Financial Wellness Workshop covering the basics of How Money Works, debt reduction, retirement savings and Long Term Care. This training, compared against AMA Seminars having 27 employees who participated at no cost to attend the FEB sponsored event, created a cost avoidance of \$53,115.75.
- The Houston Executive Director attended the Executive Directors Conference in San Antonio, TX, as well as the National Combined Federal Campaign (CFC) training.
- The Houston FEB Chair, Vice Chair, and Executive Director participated in the National FEB Conference in Washington, D.C. to learn about upcoming National Initiatives, share best practices and lessons learned.
- Distributed 12 editions of the FEB newsletter (12-page publication) to a large audience which includes Federal, State and local government employees, and Federal Leaders, as a means to communicate National and local FEB initiatives. The newsletter is provided via mail and emailed each month to more than 1,000 individuals.
- The FEB Coordinated the MYFREETAXES initiative through Internal Revenue Service to provide federal employees and their family members who meet the earnings threshold an opportunity to electronically file their federal and state taxes at no cost through a program that guides them through an interview process using TurboTax. This was established for the Oklahoma FEB, the Houston FEB and Arkansas FEA, for all employees with an AGI of \$64,000 or less. This was established to serve our federal employees and their family members meeting eligibility requirements.

**PERFORMANCE IMPROVEMENT – FOR BOTH OKLAHOMA & HOUSTON FEBs**

The federal government is responsible for managing the performance of many goals, missions, and programs. The Federal Executive Board is a medium for sharing and collaborating on such targeted programs among stakeholders. There are systems, processes, and procedures that typically accompany performance improvement. As public servants, we strive for the highest standards of administration ensuring fairness, accuracy, openness, and impartially in all business transactions. Federal Executive Boards continue to provide a culture for learning and ways to continually improve performance. Information is shared publicly to enhance accountability and further facilitate an understanding of the kinds of services the government provides. Efforts to increase capacity in the FEB’s office include:

- Utilize web-based resources to store photos for our annual awards program and the 10-month Leadership FEB program. This enables participants to upload their photos from each day so they can be shared with all group members. This also enables federal agencies to include photos of their employees in intranet communications, internal newsletters, and reports to HQ in an expedited fashion.
- Utilize web-based credit card processing for easier tracking, less paper, and immediate email receipts.



MAKING AN IMPACT: COST AVOIDANCE

Many federal organizations require that financial benefits of capital investments or organizational initiatives be classified as either cost savings or cost avoidance measures. Cost avoidance is a way of decreasing your costs by lowering a potential increase in expenses. They represent potential increases in costs that are averted through specific preemptive actions. For investments made by the Federal Executive Board’s funding agencies, the Oklahoma FEB provides a valuable return. Based on an investment of \$240,348.16 for 2017, the OK FEB provided a cost-avoidance to the Oklahoma Federal Community of \$1,881,139.14, representing a 7.83 fold return.

Cost avoidance calculations illustrate the results of the Federal Executive Board’s (FEB) Alternate Dispute Resolution (ADR) program and training/educational programs.

Combined Federal Campaign (CFC)-2017 Total Contributions	\$7,523,597.19
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Awards and Recognition	Number of Attendees	# of Awards Presented
FEB Employee of the Year Awards	258	74
Houston Employee of Year Awards	213	67

Shared Neutrals Program	# of Cases Accepted	# of Cases Resolved	Cost Avoidance Per Resolution	Total Cost Avoidance Realized
Workplace Dispute:	3	2	\$18,714.18	\$37,428.36
Pre-EEO Complaint:	6	2	\$76,496.74	\$152,993.48
Totals:	9	4		\$190,421.84



FEB- Sponsored Training Sessions	Market Price	FEB Price	Cost Savings	# of Attendees	Estimated Cost Avoidance
L-548 COOP Planner Training	\$2,777.90	\$0.00	\$2,777.90	43	\$119,449.70
L-550 Program Manager Training	\$1,995.90	\$0.00	\$2003.00	29	\$57,881.10
FPS Threat Briefing	\$1,741.50	\$0.00	\$1,741.00	29	\$50,503.50
Interagency Security Committee Phase II	\$1,941.50	\$0.00	\$1,941.50	33	\$64,069.50
EMERGENCY PREPAREDNESS			SUBTOTAL	72	\$291,903.80
Federal Labor Relations Board Training	\$2,081.50	\$0.00	\$2,081.50	48	\$99,912.00
Federal Labor Relations Board Training (2 Staff)	\$2,081.50	\$0.00	\$2,081.50	2	\$4,163.00
Leadership FEB Class 2017	\$6,392.00	\$750.00	\$5,642.00	20	\$112,840.00
Leadership FEB Class 2015 (2 staff)	\$6392.00	\$0.00	\$6,392.00	2	\$12,784.00
Leadership Series – Breakthrough in Neuroscience	\$2,242.00	\$150.00	\$2,092.00	58	\$121,336.00
Leadership Series – Breakthrough in Neuroscience (2 staff)	\$2,242.00	\$0.00	\$2,242.00	2	\$4,484.00
Leadership Series – Intentional Leadership	\$2,427.50	\$150.00	\$2,277.50	64	\$145,760.00
Leadership Series – Intentional Leadership (2 staff)	\$2,427.50	\$0.00	\$2,427.50	2	\$4,855.00
Leadership Series – Innovative Problem Solving	\$2,091.50	\$150.00	\$1,941.50	69	\$133,963.50
Leadership Series – Innovative Problem Solving (2 staff)	\$2,091.50	\$0.00	\$2,091.50	2	\$4,183.00
Leadership Series – Ethics in the Workplace	\$1,963.00	\$150.00	\$1,813.00	56	\$101,528.00
Leadership Series – Ethics in the Workplace(2 staff)	\$1,963.00	\$0.00	\$1,963.00	2	\$3,926.00
CSRS Pre-Retirement Training	\$1546.75	\$65.00	\$1,481.75	9	\$13,335.75
CSRS Pre-Retirement Training (1 staff)	\$1546.75	\$0.00	\$1,546.75	1	\$1,546.75
FERS Pre-Retirement Training	\$1546.75	\$65.00	\$1,481.75	70	\$103,722.50
FERS Pre-Retirement Training (2 staff)	\$1546.75	\$0.00	\$1546.75	2	\$3,093.50
Leadership Series – About Face Leadership	\$2,091.50	\$150.00	\$1,941.50	60	\$116,490.00
Leadership Series – About Face Leadership (2 staff)	\$2,091.50	\$0.00	\$2,091.50	2	\$4,183.00
WORKFORCE DEVELOPMENT & SUPPORT TRAINING			SUBTOTAL	471	\$992,106.00
		GRAND	TOTAL:	567	\$1,284,009.80



FEB Agreement w GSA for federal employee parking	Lease Agreement	Amt Paid per space	#Parking Spaces	# of Months	Revenue Recovery
Muskogee	GS-07B(S)-2272	\$18	51	12	\$11,016.00
Oklahoma City – Murrah Garage	GS-07B- OOK02424	\$115	38	1	\$4,370.00
		\$115	41	1	\$4,715.00
		\$115	42	1	\$4,830.00
		\$115	42	1	\$4,830.00
		\$115	41	2	\$9,430.00
		\$115	42	4	\$19,320.00
		\$115	40	1	\$4,600.00
		\$115	39	1	\$3,335.00
Oklahoma City – Federal Campus	GS-07P- OOK02442	\$35	49	12	\$20,580.00
			Total:		\$87,026.00
Houston FEB- Sponsored Training Sessions	Market Price	FEB Price	Cost Savings	Number of Attendees	Estimated Cost Avoidance
Federal Labor Relations Board Training	\$2,037.50	\$0.00	\$2,037.50	37	\$75,387.50
Federal Labor Relations Board Training (1 Staff)	\$2,037.50	\$0.00	\$2,037.50	1	\$2,037.50
Leadership FEB Class 2017	\$6,392.00	\$500.00	\$5,892.00	5	\$29,460.00
Leadership FEB Class 2017 (1 Staff)	\$6,392.00	\$0.00	\$6,392.00	1	\$6,392.00
How Money Works	\$1,967.25	0.00	\$1,967.25	26	\$51,148.50
How Money Works (1 Staff)	\$1,967.25	\$0.00	\$1,967.25	1	\$1,967.25
Dealing with Difficult People	\$1,493.50	\$0.00	\$1,493.50	30	\$44,805.00
Dealing with Difficult People (1 Staff)	\$1,493.50	\$0.00	\$1,493.50	1	\$1,493.50
FERS Pre-Retirement Training	\$1,500.75	\$0.00	\$1,500.75	37	\$55,527.75
FERS Pre-Retirement Training (1 Staff)	\$1,500.75	\$0.00	\$1,500.75	1	\$1,500.75
CSRS Pre-Retirement Training	\$1,500.75	\$65.00	\$1,435.75	3	\$4,307.25
CSRS Pre-Retirement Training (1Staff)	\$1,500.75	\$0.00	\$1,500.75	1	\$1,500.75
FERS Pre-Retirement Training	\$1,500.75	\$65.00	\$1,435.75	12	\$17,229.00
FERS Pre-Retirement Training (1Staff)	\$1,500.75	\$0.00	\$1,500.75	1	\$1,500.75
<b>WORKFORCE DEVELOPMENT &amp; SUPPORT TRAINING</b>			<b>SUBTOTAL</b>	<b>157</b>	<b>\$294,257.50</b>
		<b>GRAND</b>	<b>TOTAL:</b>	<b>157</b>	<b>\$294,257.50</b>

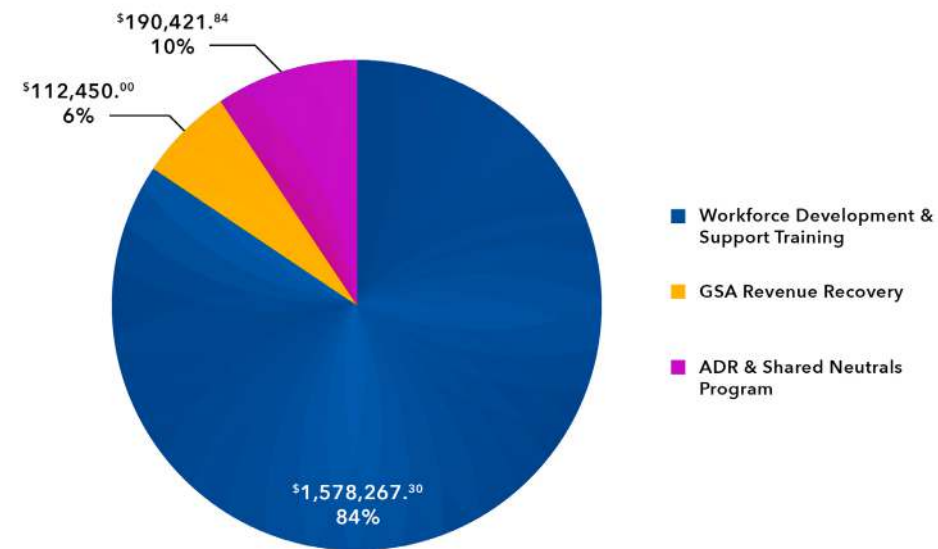
Houston FEB Agreement w GSA for federal employee parking	Lease Agreement	Amt Paid per space	#Parking Spaces	# of Months	Revenue Recovery
Alliance Tower Parking	GS-07P-OTX02495 SLA 2	\$28	77	2	\$4,312.00
	GS-07P-OTX02495 SLA 3	\$28	75	3	\$6,300.00
	GS-07P-OTX02495 SLA 4	\$28	78	2	\$4,368.00
	GS-07P-OTX02495 SLA 5	\$28	77	1	\$2,156.00
	GS-07P-OTX02495 SLA 6	\$28	75	1	\$2,100.00
	GS-07P-OTX02495 SLA 7	\$28	74	1	\$2,072.00
	GS-07P-OTX02495 SLA 8	\$28	73	1	\$2,044.00
	GS-07P-OTX02495 SLA 9	\$28	74	1	\$2,072.00
			<b>Total:</b>	<b>12</b>	<b>\$25,424.00</b>

EXECUTIVE SUMMARY OF OKLAHOMA FEB FY 2017 ACCOMPLISHMENTS

Type	Sub-Type	Unit of Measure	Economic Impact	Cost Avoidance
<b>Cost Avoidance</b>				
Training and Misc	Interagency	Dollars		\$1,284,009.80
Training and Misc-Houston	Interagency	Dollars		\$294,257.50
Alternative Dispute Resolution/Shared Neutrals Program	Interagency	Dollars		\$190,421.84
GSA Revenue Recovery	Interagency	Dollars		\$87,026.00
GSA Revenue Recovery - Houston	Interagency	Dollars		\$25,424.00
<b>Community Outreach</b>				
2016 Combined Federal Campaigns in Oklahoma	Charitable Donations	Dollars	\$5,789,550.00	
2016 Combined Federal Campaign in Houston	Charitable Donations	Dollars	\$1,734,047.19	
			<b>\$7,523,597.19</b>	<b>\$1,881,139.14</b>



## COST AVOIDANCE



For the investment made by our funding agencies, the Oklahoma FEB provides a valuable return. Based on an investment figure of \$240,348.16 for FY 2017, the FEB provided a cost-avoidance to the Oklahoma Federal community of \$1,881,139.14, a 7.83-fold return. Cost avoidance calculations illustrate the results of the FEB ADR program and training/educational programs (abbreviated version contained in this Executive Summary).

## LOOKING FORWARD

As Federal agencies continue to operate through vast shifts in technologies, societal, and political arenas, government leaders are looking for ways to problem solve and spearhead changes, transforming the numerous ways that agencies fulfill their missions and serve taxpayers. In looking forward, agencies are interested in leveraging budgets, increasing transparency, engaging stakeholders, and exploring methods for long-term financial planning amid times of uncertainty. As most agencies prepare for major reform or reorganization, the need for interagency collaboration is even greater. Federal Executive Boards provide a promising conduit for the creation and delivery of comprehensive services, especially in a “doing more with less” environment. Should agency initiatives overlap, a mechanism is already in place that can collectively improve policies while reducing costs. As agencies deal with crosscutting issues that involve many collaborative structures, the Federal Executive Board remains a critical hub for sharing best practices, as well as potentially reducing duplicative, overlapping, and disjointed programs.

## PRODUCED

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